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KEEP A COPY FOR YOUR RECORDS AND FORWARD ONE COPY TO YOUR OBLIGATING/PAYING OFFICE

Instructions For RWA Form

- Enter date of work request.
- For GSA Use Only Enter_Reimbursable Work Authorization Number.
- 3A. Enter Agency/ Customer BPN / DUNS number; for military agencies, this is the DODAAC number.
- 3B. For Ordering Agency Use Only. Enter Agency / Customer Order Number; references this purchase. For example, it is the agency internal control number.
- 4. Enter location where work is to be performed.
- 5. Enter name of agency requesting the work.
- 6a-e Enter information regarding the agency's representative responsible for the project (Agency contact name, telephone number, address, fax number, E-mail address). Representative must have authority to make decisions regarding the project.
- Enter a concise statement of work to be done, including location where work is to be performed.
- 8. Check if agency plans are attached.
- Check if submittal is a modification to an existing RWA.
- 10a. Enter billing type: I = Interfund, C = Credit Card, P = Pre-paid, O = IPAC/IGOTS
- 10b. Enter billing terms: A = Advance, C = At completion, M = Monthly, Q = Quarterly, T = At Termination, Y = Annually (in arrears).
- 11a-b. Enter agreed upon project start and completion dates.
- 12. Enter the total dollar amount approved for funding. Must match GSA's cost quote.
- 13a. Enter the eight (8) -character agency location codes. (Treasury Pay-station Designator);
- 13b. For DOD ONLY Enter the Fiscal Station Symbol
- 13c. Mandatory for Internal Revenue Service Customers; optional for all others. Enter the appropriate agency requisition ID number.
- 13d. Mandatory for IPAC. Effective 10/1/03, all IPAC billings require a Treasury Account Symbol. If GSA Interfund customer, please enter Fund Code.
- 13e. Enter agency accounting information (Limited to 130 characters). THIS APPEARS ON MOST BILLINGS
- 13f. Enter fiscal year of agency funds
- 14a. Enter the agency Fed Code. 14b. Enter the agency bureau code.
- 15a-e. Enter the appropriate billing address information.
- 16a-c. Enter signature, name and date of authorized agency representative, certifying the validity of the order and the availability of funds.
- 17a. Enter credit card number or phone the appropriate GSA official with this information. 17b. Enter expiration date
- 17c. Enter the type of credit card. 16d. Enter Credit Card Holder's name.
- 18. Enter the certifying official's phone number.

GSA Internal Customer or Interfund Customer

- 19. Enter Pegasys document number (mandatory limited to 8 characters). Mandatory for GSA and FPS Customers.
- Enter Pegasys accounting line (optional limited to 2 positions)

GSA PBS Portion

- 21. Enter the GSA project number in this field, if applicable.
- 22a-d Enter GSA Organization Code. b. Enter B/A Code. c. Enter BOAC Code. d. Enter the Organization Correspondence Symbol.
- 23. Enter a brief project description (Limited to 25 characters)
- 24. Check the appropriate action block.
- 25. Check appropriate boxes if costs breakdown is provided and/or RWA involves multiple buildings.
- 26. Check if the project is fixed priced. If agency billing is based on a fixed price rather than by actual costs, this field should be checked.
- 27. Check if RWA is guaranteed.
- 28. Enter the mutually agreed upon completion date.
- 29. Enter the organization code, building number, lease number, function code, object class, and total dollar amount.
- 30a-e. Enter the signature, name, date, e-mail address, and telephone number of the GSA Approving Official.
- 31. Enter the point of sale terminal (for credit card purchases only).
- 32. Enter seller / GSA RWA BPN / DUNS number
- 33.a-c. Enter the certificate of completion signature, certifying name, and completion date.

ATTACHMENT - FOR MULTIPLE BUILDINGS/MULTIPLE FUNCTION

Organization Code	Building Code	Lease Number	F/C	O/C	Total	
	-					